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HEADQUARTERS US AIR FORCE  
Assistant Chief of Staff, Intelligence  
Washington DC 20330-5000

INOI 205-13

30 January 1986

**Security**

**POLICY AND PROCEDURES FOR SAFEGUARDING  
THE SINGLE INTEGRATED OPERATIONAL PLAN (SIOP) (U)**

(U) This INOI outlines the procedures for processing SIOP documents and for granting and terminating access to SIOP information. This operating instruction applies to AFIS activities as concurred in by the Commander, AFIS.

**1. (U) References:**

a. (U) AFR 205-32, (S) Safeguarding the Single Integrated Operational Plan (SIOP)(U)

b. (U) AFR 205-25, USAF Personnel Security Program

c. (U) HOI 205-2, Policy and Procedures for Safeguarding the Single Integrated Operational Plan (SIOP)

**2. (U) Distribution of SIOP Information:**

a. (U) The Directorate of Targets (AFIS/INT) is the AF/IN-AFIS office of primary responsibility (OPR) for determining distribution requirements of SIOP information.

b. (U) The distribution of Single Integrated Operational Plan-Extremely Sensitive Information (SIOP-ESI) documents, within AF/IN-AFIS is restricted to AFIS/INT. Distribution of other SIOP material is accomplished by the Directorate for Joint Matters (AF/INJ) in accordance with AFIS/INT guidance.

c. (U) AF/IN-AFIS offices will submit request for SIOP documents and information to AFIS/INT for review and approval. Each request must state, in detail, the data desired, the proposed use of the data, and how it will contribute to accomplish the mission of the requestor.

Supersedes INOI 205-13, 22 February 1980  
(See signature page for summary of changes.)

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ATCH 1

(3) (U) Personnel whose access to SIOP-ESI is broad, continuing and provides an opportunity to develop a detailed understanding of SIOP-ESI will be granted one or more of the other access categories as appropriate.

(4) (U) Access to SIOP-ESI information is authorized to only those individuals eligible under the provisions of AFR 205-25 and are assigned to billets designated as requiring SIOP access. In each case, the person must be briefed as required by that regulation, and read and sign AFHQ Form 29, SIOP-ESI Access Briefing Certificate.

(a) (U) The security manager of the requesting directorate certifies that the individual satisfies the clearance requirements of AFR 205-25.

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(b) (U) The security manager of the office to which the individual is assigned is responsible for briefing and preparing the AFHQ Form 29. The security manager will retain the briefing certificate until access is terminated. At that time the certificate is destroyed.

(c) (U) The individual's AF Form 2583, Request for Investigation, Clearance, Unescorted Entry, will be annotated as prescribed by AFR 205-32, to show that the individual has been granted access to SIOP-ESI information. The category of access stated in para 4a(2) will be shown on AF Form 2583, Item 59.

(d) (U) Copies of the individual's signed AFHQ Form 29 and AF Form 2583 will be forwarded to AFIS/INT with the SIOP billet the individual has been assigned.

(5) (U) HOI 205-2 details responsibility for establishing and maintaining the HQ USAF Billet Roster and Access List. Within AF/IN-AFIS, this responsibility has been delegated to AFIS/INT. SIOP billets are assigned to specific manning positions within each directorate based upon periodic review of access use and justification documentation.

(a) (U) AFIS/INT will conduct a zero-base review of AF/IN-AFIS SIOP billets every four years.

(b) (U) Requests for a SIOP billet will be submitted to AFIS/INT be formal letter in the format shown at Attachment 1.

(c) (U) AFIS/INT will review all AF/IN-AFIS requests for SIOP billets and submit upon validation to AF/XOXF for certification and inclusion in the permanent SIOP Access Roster.

b. (U) Policy for Granting One-Time Access:

(1) (U) Requests for one-time access will be submitted to AFIS/INT using Attachment 1. Upon validation of the request, AFIS/INT, approves request for limited access.

(2) (U) Upon approval the security manager originating the request will be notified.

(3) (U) The security manager of the requesting directorate certifies that the individual meets the eligibility requirements of AFR 205-25 and AFR 205-32 for access.

(4) (U) The individual granted one-time access will be indoctrinated and an AF Form 2583 prepared and will sign AFHQ Form 29, with copy of each form being forwarded to AFIS/INT.

UNCLASSIFIED

UNCLASSIFIED

INOI 205-13

30 January 1986

5

(5) (U) One-time access will be construed as access for attendance at briefing or conference of a limited duration.

(6) (U) Upon termination of access, debriefing is required (see para 5a).

**5. (U) Debriefing and Termination of Access:**

a. (U) When continuing or one-time access to SIOP-ESI information is terminated, the individual will be debriefed and an AFHQ Form 30, SIOP-ESI Debriefing Certificate and Questionnaire, will be prepared in duplicate and signed by the person debriefed.

(1) (U) The original copy will be retained by the office of execution for one year.

(2) (U) The duplicate will be provided to AFIS/INT for information and annotation of the access list.

b. (U) An AF Form 2587, Security Termination Statement, will be accomplished in duplicate by the security manager as required by AFR 205-32.

(1) (U) The original will be retained by the office of execution for one year.

(2) (U) The duplicate will be provided to AFIS/INT for file.

c. (U) AFIS/INT notifies AF/XOXF that access has been terminated for an individual.

**6. (U) Duty and Travel Restrictions:**

a. (U) Duty and travel restrictions are imposed by AFR 205-32 for continuing access only. At the time access is approved, AFIS/INT notifies the individual in writing of the duty and travel restrictions. A copy of the letter is sent to the appropriate military or civilian, personnel office and to the individual's supervisor. If the individual is a civilian, the supervisor will annotate the individual's AF Form 971, Supervisor's Record of Employee, according to AFR 205-32.

b. (U) TDY orders for travel to foreign countries must be annotated "Duty and Travel Restricted IAW AFR 205-32." The security manager of the office to which the individual is assigned will ensure requirements of the USAF Foreign Clearance Guide and AFR 205-32 are understood by the individual.

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c. (U) Upon termination of access, AFIS/INT notifies the individual in writing of the duration of the duty and travel restrictions. A copy of the letter will be sent to the military or civilian personnel office, or Chief, Security Police, as appropriate, according to AFR 205-32. Duty and travel will be restricted for a period of one year upon termination of access, unless circumstances dictate otherwise.

7. (U) **Responsibility for Preparing and Maintaining Access List.** AF/XOXF will prepare and maintain a list, from information provided by AFIS/INT, of AF/IN-AFIS personnel who have been granted access to SIOP-ESI information. The List will be prepared quarterly and a copy provided to AFIS/INT. Only personnel approved by AFIS/INT will be added to the list.

8. (U) **Visits to Joint Strategic Target Planning Staff (JSTPS) and Other Activities.**

a. (U) AF/XOX approves visits to the Joint Strategic Target Planning Staff (JSTPS) according to HOI 205-2.

b. (U) When access will be required during a visit to an activity other than JSTPS, the office to which the individual is assigned will notify the office being visited of the SIOP-ESI categories to which the visitor is authorized access and will certify the appropriate security clearances. Notification may be in letter or message form as required in AFR 205-32, para 4-6e.

OFFICIAL

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1 Atch  
Justification Format

#### SUMMARY OF CHANGES

This revision outlines the procedures to be used within AF/IN-AFIS to supplement policy in AFR 205-25. It establishes a billet system for control of SIOP-ESI access in AF/IN-AFIS (paras 4a(1), 4a(5) and 7), establishes guidelines for granting permanent (para 4a(4)) and temporary access to SIOP-ESI information (para 4b), gives instructions regarding authorizing SIOP-ESI access during visits (para 8), and imposes duty and travel restrictions for personnel granted SIOP-ESI access (para 6).

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IN01 205-13

30 January 1986

SIOP-ESI ACCESS REQUEST FORMAT

FUNCTIONAL ADDRESS SYMBOL: \_\_\_\_\_

RANK/FULL NAME: \_\_\_\_\_ SSAN: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SIOP-ESI CATEGORY(S): \_\_\_\_\_

TOP SECRET CLEARANCE BASED ON A SBI DATED \_\_\_\_\_

TELEPHONE NUMBER WHERE INDIVIDUAL CAN BE REACHED FOR BRIEFING, IF  
APPROVED: \_\_\_\_\_

JUSTIFICATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Atch 1

UNCLASSIFIED